



**COUNTY OF LOS ANGELES
TREASURER AND TAX COLLECTOR**



KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 464
LOS ANGELES, CA 90012

MARK J. SALADINO
TREASURER AND TAX COLLECTOR

June 19, 2003

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The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO APPROVE AMENDMENT NO. 2 TO EXTEND
TERM OF CONTRACT WITH COMPUTRUST SOFTWARE CORPORATION FOR
SOFTWARE SUPPORT SERVICES
(3 VOTES)**

**CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATIONS ()
DISAPPROVE ()**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve and instruct the Chair to sign Amendment No. 2 to the current contract with CompuTrust Software Corporation (CompuTrust) for the provision of software support services for a term of two years, with an optional six-month renewal, which may be exercised by the Treasurer and Tax Collector on a month-to-month basis, not to exceed six (6) months, with an annual compensation not to exceed \$410,000, effective July 1, 2003.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

CompuTrust has operated and maintained the extensive decedent and conservatee case management information system, known as LAPIS, for the Treasurer and Tax Collector (TTC) Public Administrator and Department of Mental Health (DMH) Public Guardian Operations since 1990. The current contract is on a month-to-month extension through September 13, 2003. LAPIS is critical to support the mandated operations of both departments for the Public Administrator decedent estates and Public Guardian conservator cases. TTC is solely dependent on CompuTrust for continued operation and software support of LAPIS. Terminals are located at TTC, DMH, County Counsel, and the Department of Coroner.

On August 21, 2001, the Board approved a renewal contract with CompuTrust for the provision of continued software support while TTC replaced the existing obsolete system. TTC and DMH analyzed commercial-off-the-shelf software, which did not meet the business requirements for either department. As a result, and with the concurrence of the Chief Information Officer, TTC and DMH initiated a Request for Proposal (RFP) process to identify a potential vendor to license, customize and implement an updated, web enabled Client Management System for TTC and DMH.

Currently, TTC is in the process of evaluating vendor responses to the RFP. This amendment will allow TTC to continue to operate the current LAPIS system while additional options are evaluated.

Implementation of Strategic Plan Goals

Board approval of this contract amendment is consistent with the County's Strategic Plan Goal of Organizational Effectiveness. The amendment provides for the continuity of software support services provided by the contractor which supports mandated operations of both the TTC and DMH.

FISCAL IMPACT/FINANCING

The \$410,000 annual contract amount for providing LAPIS software support services has been included in TTC's 2003-04 budget.

FACTS AND PROVISIONAL/LEGAL REQUIREMENTS

The original contract with CompuTrust, Contract No. 73608, was adopted by the Board on August 21, 2001. The amendment will become effective July 1, 2003, upon your Board's approval. County Counsel has approved this amendment as to form. There is no negative impact to County employees as CompuTrust has provided the service since the system's implementation.

IMPACT ON CURRENT SERVICES

The recommended amendment, extending the term of the contract, will ensure uninterrupted operations of the LAPIS system and enable TTC and DMH to continue to meet the mandated needs of the decedent and conservatee estates under administration of both departments.

CONCLUSION

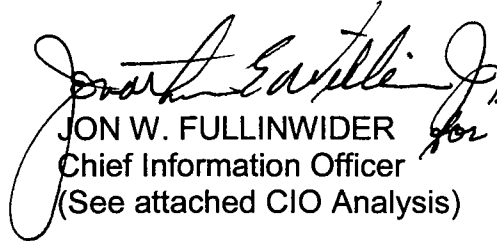
Instruct the Executive Officer/Clerk of the Board to return two (2) signed originals of Amendment No. 2 to the Treasurer and Tax Collector.

Respectively submitted,



MARK J. SALADINO
Treasurer and Tax Collector

Reviewed by:



JON W. FULLINWIDER
Chief Information Officer
(See attached CIO Analysis)

MJS:MH:dhh

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Attachments

- c: Chief Administrative Officer
- County Counsel
- Executive Officer, Board of Supervisors
- Auditor-Controller
- Department of Mental Health

CIO ANALYSIS

TREASURER AND TAX COLLECTOR AMENDMENT TWO TO AGREEMENT WITH COMPUTRUST SOFTWARE CORPORATION FOR MAINTENANCE AND SUPPORT SERVICES

CIO RECOMMENDATION: ☒ APPROVE ☐ APPROVE WITH MODIFICATION
☐ DISAPPROVE

Contract Type:

☐ New Contract ☒ Contract Amendment ☐ Contract Extension
☐ Sole Source Contract

New/Revised Contract Term: Base Term: 2 years # of Option Yrs: 6 months

Contract Components:

☐ Software ☐ Hardware ☐ Telecommunications
☒ Professional Services

Project Executive Sponsor: Nancy Morton, Chief Deputy

Budget Information :

Y-T-D Expenditures	\$ 11,940,807
Requested Contract Extension Amount	\$ 1,025,000
Aggregate Contract Amount	\$ 13,019,335

Project Background:

Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project legislatively mandated?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project subvented? If yes, what percentage is offset?

Strategic Alignment:

Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project in alignment with the County of Los Angeles Strategic Plan?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project consistent with the currently approved Department Business Automation Plan?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project's technology solution comply with County of Los Angeles IT Directions Document?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project technology solution comply with preferred County of Los Angeles IT Standards?

Project/Contract Description:

The Treasurer and Tax Collector (TTC) is requesting Board approval of an amendment to its current agreement with CompuTrust Software Corporation (CSC) for support of the Los Angeles Public Administrator/Public Guardian Information System (LAPIS). LAPIS is a conservatee case management system supporting the County's Public Administrator/Public Guardian services.

This amendment will extend the term of the agreement for two years and contains an option to extend the agreement on a month-to-month basis up to six months. The annual compensation is not to exceed \$410,000.

Background:

LAPIS is a custom developed case management information system implemented in June 1984 that supports the TTC administration of decedent estates and guardian operations by Department of Mental Health (DMH). The current agreement was approved by the Board on August 21, 2001, and is scheduled to expire on September 15, 2003.

While currently meeting the County's case management needs, LAPIS is vulnerable to failure due to obsolete software. Also, TTC is solely dependent on the key contractor personnel for continued operation and support. The Department is evaluating options for replacing LAPIS with a more modern, web-based system. TTC released a Request for Proposal (RFP) in December 2002 to identify potential vendors for a LAPIS replacement and is in the process of evaluating vendor responses.

Project Justification/Benefits:

LAPIS is vital to the County performing its obligations regarding the 3,500 Public Administrator estates and decedents and 5,500 Public Guardian cases. The extension will allow for the continued operation of LAPIS, while system replacement options are evaluated.

Project Metrics

The agreement identifies standard performance measures that the vendor must adhere to. Deficiencies in performance could lead to monetary deductions.

Impact If Proposal Is Not Approved:

LAPIS is critical to support these mandated operations of both TTC and DMH. This Amendment provides maintenance and support services for LAPIS. If it is not approved, mandated decedent and conservator services performed by these departments would be severely impacted.

Alternatives Considered:

No alternatives were considered for these services. CSC is uniquely qualified to maintain and support LAPIS. It developed and installed the system, and has the singular knowledge and experience to support it.

Project Risks:

The project risks are minimal. CSC is simply providing software maintenance and support services.

Risk Mitigation Measures:

Not applicable.

Financial Analysis:

TTC has spent \$11,940,807 year-to-date on LAPIS since its implementation. The maximum contract amount of the Amendment is \$1,025,000, assuming if TTC elects to exercise the six-month option under this Amendment. The Department has funds appropriated in its Fiscal Year (FY) 2003-04 budget to cover the maximum \$410,000 annual contract amount.

CIO Concerns:

None

CIO Recommendations:

The CIO recommends approval of this agreement.

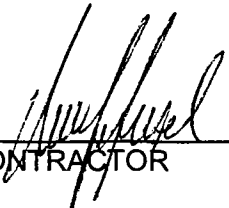
CIO APPROVAL

Date Received: 6/14/03
Prepared by: Theresa Melendez
Date: 6/19/2003
Approved: Janet Eustice
Date: 6/19/2003

AMENDMENT NO. 2

/ / / / / / / / / / /

IN WITNESS WHEREOF, CONTRACTOR has executed this Contract, or caused it to be dully executed and the County of Los Angeles, by order of its Board of Supervisors, has caused this Amendment to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first below written.

By  4/17/03
CONTRACTOR Date

COUNTY OF LOS ANGELES

By _____
Chair, County of Los Angeles Date

ATTEST:

Violet Varona-Lukens
Executive Officer
Clerk of the Board of Supervisors

By _____
Deputy Date

APPROVED AS TO FORM:

LLOYD W. PELLMAN
County Counsel

By  4-16-03
Principal Deputy Date
County Counsel